IT Academy To-Do List:

☐ Ask your Program Administrator, normally the CTE director, for your Member ID and Program Key.

☐ Visit member site at www.microsoft.com/itacademy to access all ITA benefits and resources.

    o If you do not already have a Microsoft Account, create one at https://signup.live.com and enter in your current work email instead of creating a new email.

☐ Review the IT Director's Checklist and share with your IT Director.

    o http://1drv.ms/1D7odqG

    o Pay special attention to directions regarding whitelisting.

☐ Review Quick Start Guides and Webinar Recordings on the ITA OneDrive.

    o http://sdrv.ms/YAHHyM

☐ For technical questions contact customer support at:

- For Immediate Help Call Customer Support at 1-800-508-8454

- Email: acadsupp@microsoft.com

☐ For program and benefit questions contact Megan Hochstatter:

- azita@microsoft.com